



CITY OF ATLANTA

Job Announcement

HVAC SUPERVISOR

STARTING SALARY: \$38,989 - \$56,922

(Salary Grade: 19)

Applications Accepted From: August 8, 2005 until August 19, 2005

Minimum Job Requirements

Persons applying must have a high school diploma (or GED) and a minimum of seven years of verifiable HVAC experience and a minimum of five years in commercial HVAC DDC controls, BMS systems and equipment such as Air handling units, PIUs, VAVs, chillers, and boilers; or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid Georgia driver's license*, a Georgia State Warm Air Contractor License Class II*, EPA type I, II, and III; certification to recover refrigerant; Supervisory experience required*.

Other Information

Three reference letters are required. The reference letters must be signed and dated by the person providing the reference. References from friends and relatives are not acceptable.

Duties of the Job:

This employee supervises the work of individuals involved in the installation, maintenance, and repair of freezers, refrigerators, air conditioners, water-source and air-source heat pumps, heaters, boilers and associated control, electrical and plumbing work required to operate the mechanical systems. Supervise, monitor and modify the preventive maintenance process as needed on equipment such as proper lubrication of moving parts, cleaning coils, changing filters, monitoring motor performance and belt alignment and other necessary tasks as required. Complete purchase request for necessary parts and or repairs of related equipment. Coordinate work with other trades and contractors when needed. Consult with and advise the mechanical Engineers concerning HVAC efficiency and/or deficiencies as related to the proper methods and materials of the trade as it relates to our facilities new and existing. Understand and operate Maximo, PM's, CM's and parts ordering computerize system. Ability to read blueprints and review blueprints for quality control and constructability, operate Building Automations Systems (BAS) and/or Building Maintenance System (BMS) as related to HVAC systems. Enforce disciplinary actions, track time and cost of repairs, maintenance, parts, equipment, employees and special projects.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday

Apply at: Bureau of Personnel Administration, 68 Mitchell Street S.W., Suite 2107, Atlanta, GA. 30335-0306

Phone: (404) 330-6369

www.atlantaga.gov

FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, HIGHLY QUALIFIED.

THE EXAMINATION WILL CONSIST OF AN EVALUATION OF TRAINING AND EXPERIENCE.

*Verification required prior to appointment.

07/28/05

521022

#